

Community Needs Assessment Criteria

Core Elements:

- Determination of community's readiness. If the community is not determined to be ready, the community needs assessment must be terminated at this point
- Determination that the community is present and ready to participate in a community needs assessment (e.g., a significant segment of the community is not engaged in commercial fishing, tourism or other activities and those present in the community represent the primary, year-round population)
- Identification of an appropriate community resident who is willing to assume responsibility for encouraging community participation in the needs assessment
- Formation of a community advisory/planning group that is representative of the community
- Development of a project plan
- Report for Advisory/planning group on range and scope of health services prepared by a non-resident physician consultant
- Identification of needs and information to be included in the needs assessment
 1. Demographics of community
 2. Health status priorities in community
 3. Health and human service facilities, resources and programs including primary care and emergency medical services
 4. Assessment of organizational management and reporting structure of hospital, Board organization and Board/CEO relationship, & public involvement
 5. Utilization of health facilities and other components of the health system
 6. Resources and financial support for health facilities
 7. Community perceptions about needs and health care resources
- Data/information gathering through use of a quantitative survey instrument, key informant interviews, and focus groups
- Published results from data/information gathering processes
- Process for community-wide goal setting such as town meetings
- Process for reporting and community discussion of community information
- Process for identifying community priorities and decisions
- Development of an administrative overview of the financial operations of the hospital; an analysis that is integrated with the Community Needs Assessment process and includes published findings and recommendations
- A published Community Needs Assessment report/plan of action

Methodology for Community Needs Assessment:

Documented methodology for community needs assessment should be cited in proposals submitted by contractors for performance of the work. Methodologies can include such formats as the Community Health Services Development Process and others that have been documented in the professional literature and used in national or statewide initiatives. Experience with successful application of this methodology in the performance of a community needs assessment must be documented with letters of reference from communities for whom this work was completed.

Eligible contractors/organizations:

Experienced contractors or organizations that can provide evidence of their ability to conduct and complete the required core elements of the community needs assessment. Evidence of experience and ability can be provided through references from communities for whom the contractor under consideration has performed community needs assessments, review of applicable reports written by the contractor, and resumes of the staff proposed to perform the work on the community needs assessment. The contractor chosen to complete the financial analysis shall be independent. Being independent requires, in part, that the contractor have no financial interest in the outcome (e.g. completing cost reports or other financial analyses for the facility).

Maximum Funding and Limits for Community Needs Assessment Contracts:

Funding under the Alaska's Rural Hospital Flexibility Program for each Community Needs Assessment will be determined by the RHFP Steering Committee based upon the annual budget. The amount of the contract will be limited by the funding available under the RHFP grant as well as in accordance with the scope of the proposed Community Needs Assessment in each community. There is a limit of one contract per community.